

## **The Todd Foundation Awards for Excellence (ITPs)**

The funds for these awards are provided by The Todd Foundation (see [www.toddfoundation.org.nz](http://www.toddfoundation.org.nz)) The foundation wishes to support projects that promote excellence, have a wide franchise and encourage the development of new concepts, technology or research.

### **Object**

The object of The Todd Foundation Awards for Excellence, is to encourage research and achievement which will benefit New Zealand.

### **Purpose**

The Todd Foundation Awards for Excellence are granted to support students in undertaking projects carried out in an institute of technology, in New Zealand, in a field of study which is likely to be of direct benefit to New Zealand and its people. The emphasis is on projects which have a practical application.

The Todd Foundation Awards for Excellence (ITPs) are available in four categories:

- Science and Technology (includes Agriculture and Conservation)
- Engineering and Manufacturing (includes Architecture and Design)
- Business and Commerce
- Health and Social Sciences

There is no limit on the numbers of applications considered for any of the categories above, and if the Selection Committee deems that no suitable candidate has been identified for a particular category then the number of awards made in other categories can be increased.

The award can be used in a variety of ways to support the achievement of the desired project outcomes. For example, the award may be used to finance attendance at a relevant conference, to provide for travel to interview experts in the field, to purchase equipment or to fund living expenses for a research spell at a different location.

### **Eligibility Conditions**

An applicant for the award must be:

- A New Zealand citizen, or hold New Zealand Permanent Residency, and
- Studying at a New Zealand Institute of Technology or Polytechnic

Award holders may hold other scholarships, awards or prizes..

## Criteria

The project:

- May contribute to a degree or other qualification, but this is not a pre-requisite for an award.
- Must have a plan for the publication/dissemination of the project findings/outcomes
- Be at level 7 or above
- Be a minimum of 45 credits study

## Number

The number of awards to be awarded in any year shall be determined by the Selection Committee having regard to the income available for the purpose. The usual amount granted is between \$2000 - \$8000.

No award shall be made if the Selection Committee is of the opinion that there are no applications of sufficient merit.

## Selection Process:

- Initial short listing will be by the ITP Research Forum
- The Selection Committee will invite short-listed candidates for an interview in May or June of each year. All reasonable travel expenses within New Zealand will be met by The Todd Foundation.
- In granting the awards, the Selection Committee shall have regard not only to the professional and academic ability of the candidates, but also to their character and qualities of leadership, and shall look for evidence of their capability for innovation and ability to strive for excellence.
- The value of each award shall be decided by the Selection Committee according to the budget proposed by the applicant and the nature of the research project.

## Selection Committee

Every award shall be made by a Selection Committee constituted as follows:

Two Todd Foundation Trustees, representatives from the Pro Vice Chancellor's office and the ITP Research Forum Research Forum.

## Application

Every person who wishes to be considered for an award shall complete the prescribed application form that can be obtained from the ITP Research Forum Website. **The completed form should be sent by 10 April.** Each application shall be accompanied by:

- Proof of New Zealand citizenship or permanent residency, e.g. a certified copy of birth certificate
- Certified copy of the candidate's academic record.
- A statement of the candidate's proposed project indicating institute of technology, polytechnic and workplace, in which the project or programme is to be undertaken.
- A full, itemised budget to support the application.

- The names and addresses of two confidential referees (who have been asked to report directly to ITP Research Forum by 10 April), and one of whom is the applicant's supervisor.
- A signed ITP Research Forum Privacy Form.

### **Term**

The term of an award shall be at the discretion of the Selection Committee but shall normally be for one year. The awards are usually awarded in July with payments expected in August but applicants may apply for costs incurred throughout the year including the five months prior to the dispersal date.

### **Reports**

Award holders must submit a detailed report by 31 March of the year after the award was taken up. The report must be written by the award holder's research supervisor, and must outline the outcomes of the project and the student's contribution. Reports from the students outlining their own achievements after receiving the award are also invited.

### **Suspension or Termination**

The Selection Committee may at any time suspend or terminate any award, or require the forfeiture of such proportion of the award as the Committee may determine, if it is satisfied that the award holder is not diligently pursuing the research project, or has failed to comply with any of the terms and conditions on which the award was granted.

The award shall be terminated and no further payments shall be made if an award holder ceases to pursue the aforesaid research project.

### **Intellectual Property**

Proposals that may lead to the development of information or discoveries that may be patented or copyrighted should identify the potential beneficiaries at the commencement of the award. It would be normal for the ownership of intellectual property will remain in accordance with the IP Policy of the applicant's institution. For applicants not enrolled or supervised by a New Zealand Institution the award holder will negotiate a suitable arrangement over the ownership of intellectual property with The Todd Foundation through the Convenor of the Selection Committee. The Todd Foundation wishes the benefits of all intellectual property to be retained in New Zealand.

## The Todd Foundation Awards for Excellence (ITPs)

### Application Form

Name (in full).....

Address:.....

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Telephone (day).....(evening).....

Cellphone number.....E-mail address.....

Place and date of birth:..... Sex: M / F  
(If you were not born in New Zealand, please attach proof of New Zealand citizenship or Permanent Residence status.)

Which ITP are you currently enrolled with? .....

What is the highest qualification your currently hold?.....  
(On a separate sheet please list your tertiary record, any publications or research experience and your employment history)

### Description of Research Project:

Please give a brief outline below of the original work or research you propose to undertake (Please attach a full outline of your project).

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**Proposed Budget:**

Please provide an outline of how the award would be used to help you achieve the project outcomes.

Item	Cost/Rate	Total

Will your employer be paying you while you are undertaking this project?.....

Name of Supervisor (ITP).....

**DECLARATION**

*I have read and understood the regulations for The Todd Foundation Awards for Excellence and agree to abide by them.*

Date:..... Signature:.....

## Attachments

Please ensure that you have attached to this application the following documents:

- Proof of New Zealand Citizenship (applicants not born in New Zealand)
- A certified copy of your academic record.
- A signed copy of the ITP Research Forum Privacy Form

## Note:

Applications must arrive by the date shown on the application form. We cannot accept late applications or incomplete applications (including attachments as listed above).

It is your responsibility to contact your referees, and ask them to send their reports.

Referees should **not** be asked to send their reports to you, as they must have the opportunity to be completely frank.

Please do not send original birth certificates or other original documents. Send only copies that have been certified by a J.P, a solicitor, or a staff member in the polytechnic registry.

Please do not send a CV unless this is specifically requested. ITP Research Forum accepts no responsibility to return any documents.

Please do not put your application into any sort of folder. Simply attach all pages with ONE staple in the top left hand corner. All pages should be A4 size.

Application should be send to:

Todd Foundation Awards for Excellence (ITP)  
Attention: Research Office  
Otago Polytechnic  
Private Bag 1910  
DUNEDIN

## ACKNOWLEDGMENT OF RECEIPT OF APPLICATION

Should you wish ITP Research Forum to acknowledge receipt of this application, please fill in your name. **Include a stamped self-addressed envelope** with your application.

ITP Research Forum acknowledges receipt on ....../...../..... of the application of ..... for the Todd Foundation Excellence Awards (ITPs)

Signed: ..... for ITP Research Forum

### **ITP RESEARCH FORUM PRIVACY FORM**

The information requested in this application form and your academic record will be used for the purposes of assessing your application for the Scholarship for which you are applying. Personal information contained in this application will be made available to members of the Selection Committee for this award, the membership of which is detailed in the award regulations. The Selection Committee will use information from your designated referees, in assessing your application.

ITP Research Forum undertakes to store your original application in a secure place and destroy any copies made for the purpose of assessment by the Selection Committee.

Should you have reason to believe that information held about you in either your application or your academic record is incorrect, you have the right of access to, and correction of, that information.

Personal references from the persons you have named are obtained on the strict understanding that they are confidential, and you may not have access to those reports through ITP Research Forum.

Applicants shall agree to ITP Research Forum obtaining their academic results from organisations such as NZQA, if required to assess their application.

Applicants shall agree to co-operate with any publicity of the scholarship for which they have applied. Such publicity may include material provided with your application, photographs and interviews with scholarship recipients.

I, ..... agree to the above conditions in respect of this scholarship application.

Signed:.....Date:.....



## REFEREE'S REPORT

Applicant's Name:.....

Scholarship (s) Applied for: **TODD FOUNDATION AWARD FOR EXCELLENCE (ITPs)**

This report is due by 10 April:

**This page can be sent separately to:**

Todd Foundation Awards for Excellence (ITP)  
Attention: Research Office  
Otago Polytechnic  
Private Bag 1910  
DUNEDIN

Please provide a confidential reference (academic and/or personal), for the above named student. This reference will only be used by the Scholarships Selection Committee in determining the applicants eligibility for the scholarship.

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Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_